

Hall of Records
CommissionREQUIRED FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. C-253

PAGE NO. 1

Requesting Agency

MONTGOMERY COUNTY

2. Division or Bureau of Requesting Agency

Jail

3. Authorization Requested (Check only one of the squares below).

☐ A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	<p>INMATE RECORD</p> <p>Quantity: 5 file drawers; 3 card files Size: 8½" x 11" cards (current series); 5" x 8" cards (old series) Form Number: CJA #1 Dates: 1959... File Arrangement: Internal: - Alphabetical by name of inmate External: - Chronological by year</p> <p>The Inmate Card gives a description of the inmate, with release dates and the jail term, if any, a detailed record of prior offenses, list of detainers, if any, temporary releases, names of lawyers and bondsmen with dates and method of contact, a space for receiving and release stamps, temporary transfers and returns, a personal history and the inmate's record, and a record of the final release, with signature and the name of the agency.</p> <p>Inmate Records giving names of bondsmen contacted are considered permanent records (Chapter 4, Sec. 4-5, Montgomery County Code, 1960 Edition), and are subject to Recommendation A below.</p> <p>RECOMMENDATION: A. RETAIN PERMANENTLY INMATE RECORDS GIVING NAMES OF BONDSMEN.</p> <p>B. RETAIN ALL OTHER RECORDS FOR SIX YEARS AFTER RELEASE, INCLUDING THE CURRENT YEAR, THEN DESTROY.</p> <p>(continued)</p>	

7. Agency, Division or Bureau Representative

John D. Tugger

Signature

Warden

Title

10-30-64

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

11/4/64

Date

Mona S. Padelford

Archivist

11/10/64

Date

Lincoln Strickland

Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Item No.

2 INMATE DISCIPLINARY REPORTS

Form CJA #2

Quantity: 1 file drawer

Size: 8½" x 11" sheets

Dates: 1963...

File Arr.: Internal - Alphabetical by name of inmate

External - Chronological by year

The Disciplinary Reports and the Punishment Records (Item 3) are filed together. The Disciplinary Report gives the name of the inmate, his color, date of the infraction, his status, a detailed description of the violation, the action taken, and the signature of the jail officer and shift supervisor, with space for remarks by the warden and his signature.

RETAIN FOR THREE YEARS, THEN DESTROY.

3

INMATE PUNISHMENT RECORD

Form CJA #3

Quantity: 1 file drawer

Size: 8½" x 11" sheets

Dates: 1963...

File Arr.: Internal: Alphabetical by name of inmate

External: Chronological by year

The Inmate Punishment Record, filed with the Inmate Disciplinary Report (Item 2), gives the name of the inmate, his offense and the punishment, inmate's weight before and after punishment, the dates of evening meals due, dates of observation by the doctor, and space for initials of the officers who make hourly inspection of the inmate.

RETAIN FOR THREE YEARS, THEN DESTROY.

4

DAILY COUNT RECORDS

Forms CJA #4, 4A, 4B, 4C, 4D

Quantity: 1 file drawer

Size: 8½" x 11" sheets, Form #CJA #4; 4½" x 5½" sheets, Forms

Dates: 1963...

CJA #4A, B, C, D

Daily counts of the jail population are taken three to four times by each of the three daily shifts. The original count is taken on Count Slip worksheets, Forms CJA #4A, B, C, and D, one sheet for each of the major sections of the jail, giving date and population of the section and subsection, with totals and final totals carried forward to the Daily Count Record, Form CJA #4. The Count Slips also show the names of the relieving officers and the officers relieved. The Daily Count Record gives the count by totals and by major jail sections for each of the three daily shifts.

The Count Slips and the Count Records fall into the class of "house-keeping records" and have no legal or administrative value to the operation of the office beyond a short period; they are considered non-record within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 Ed. as amended, Art. 41, Sec. 179),

and may be destroyed as soon as no longer needed by the office.

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

5 CALL-IN SHEETS

Form CJA #5

Quantity: 1 file drawer

Size: 8½" x 11" sheets

Dates: 1963...

File Arr.: Chronological by month and day

The Call-in Sheets are records of the routine half-hourly calls from the Control Officers of each major jail area to the Shift Commander, reporting conditions in each area. This record series falls into the class of "housekeeping records" and has no administrative or legal continuing value to the operation of the office. It is considered nonrecord within the meaning of the statute (Annotated Code of Maryland, 1957 Ed. as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

6 INMATE'S SPECIAL REQUESTS

Form CJA #6

Quantity: 1 card drawer

Size: 5" x 8"

Quantity: 1 card drawer

Dates: 1963...

File Arr.: Chronologically by year, month and day

The Inmate's Special Request gives the date of the request, the name of the inmate and where quartered, the charge, the request with the signature of the guard taking the request, the initials of the officer approving or disapproving the request, a space for remarks, and the action required to implement the request. Requests requiring other than routine action are recorded in the more permanent records (CJA #1, 8, 9), and the original request form has no continuing value to the operation of the office. It is considered nonrecord (Ann. Code of Maryland, 1957 Ed. as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

7 MOVEMENT SHEET

Form CJA #7

Quantity: 1 file drawer

Size: 8½" x 11" sheets

Dates: 1963...

File Arr.: By year, month and day

This record gives the date, time, and "time in" and "time out" by number of inmates only, for outside trips on work details or to appear in court. This is a housekeeping record and has no continuing administrative or legal value to the operation of the office. It is considered nonrecord (Ann. Code of Maryland, 1957 Ed. as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

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Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
8	DAILY LOG Form CJA #8 Quantity: 3 file drawers Size: 8½" x 11" sheets Dates: 1963... File Arr.: Chronological by year, quarter, month and day The Daily Log is maintained in the control centers and is a record of daily activities, including phone calls placed, area checks and findings, and any non-routine matters, giving the names of persons involved, the shift, and a description of the activity or occurrence. RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.	
9	MAIL LIST CARD Form CJA #9 Quantity: 3 card drawers Size: 5" x 8" cards Dates: 1963... File Arr.: Chronological by year, and alphabetical therein This card is a record, by name and inmate number, of approved outgoing and incoming mail, giving date and assigned item number. On the reverse is an approved visitors list, giving names of the visitors and their relationship to the inmate, if any. RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.	
10	CANTEEN ORDER SLIPS Form CJA #10 Quantity: 1 card drawer Size: 8" x 4½" slips Dates: 1963... File Arr.: Chronological by month and day The Canteen Order Slips are records of the periodical orders by inmates from the canteen, giving date, commodity ordered, quantity and price, signature of the inmate, total cost of commodities ordered, location of the inmate's quarters, and the initials of the canteen clerk. The information on these slips with respect to the amount of money expended by the inmate and dates of the expenditures is transferred to the Inmate Money Account Card (Item 11), after which the Order Slips have no further legal or administrative value to the office. They are housekeeping-type records and are considered non-record within the meaning of the statute (Ann. Code of Md., 1957 Ed. as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.	

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Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
11	INMATE MONEY ACCOUNT CARDS Form CJA #11 Quantity: 5 card file drawers Size: 4" x 6" cards Dates: 1962... File Arr.: Alphabetical by year Audit: County audit The Inmate Account Card gives the name, quarters and number of the inmate, the date and amount of the sums of money received, the dates and amounts of withdrawals, and the balance, with totals carried forward. The card also has space for the signature of the inmate, with the amount and the date when total is withdrawn, usually upon release. RECOMMENDATION: RETAIN FOR THREE YEARS AFTER RELEASE OR UNTIL AUDITED, WHICHEVER IS LATER, THEN DESTROY.	
12	RECEIVING AND DISCHARGE REPORTS Form CJA #12 Quantity: 1 file drawer Size: 9-3/16" x 12-3/16" Dates: 1959... File Arr.: Chronologically by year, month and day This series is a daily serialized record of the prisoners received and discharged, giving the dates, names of those received and their addresses, their assigned jail numbers, the offense, and the name and office of the committing officer. The section provided for discharges gives the name and assigned jail number, the offense, disposition of the case, the authority, and the name of person to whom released. Space is included at bottom of the sheet for the total number of prisoners on the last report and the additional number received, with the new total, the number discharged since the last report, and the new total of the current inmate population. This record is prepared in triplicate and distributed as follows:- <ol style="list-style-type: none">1. Original white remains in office file2. Green copy to Assignment Officer3. Yellow copy to State's Attorney The recommendation below applies only to the white copy retained in the originating office. RECOMMENDATION: RETAIN FOR ELEVEN YEARS, THEN DESTROY.	
13	PROFESSIONAL VISITORS' REGISTER Form CJA #13 Quantity: 2 vols., 1 file drawer Size: 8 1/2" x 11" sheets Dates: 1961... File Arr.: Chronological by quarter, month and day This is a record of professional visits, giving date of visit, name and profession or business of visitor, times of arrival and departure, and the reason for the visit.	(continued)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
13 (cont.)	RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.	
14	INMATE'S PERSONAL PROPERTY SLIPS Forms CJA #14 and CJA #14A Quantity: 5 card drawers Size: 5" x 8" slips Dates: 1961... File Arr.: Chronological by year, and alphabetical therein An itemized property record or inventory is maintained for the personal possessions accompanying inmates when received at the jail (other than money - See Item 11). The Personal Property Slips give the name and inmate number, the date of the inventory, and itemize articles of clothing and other personal possessions. The property record is signed by the inmate and the receiving officer when the articles are deposited, and the inmate is given a duplicate copy. Upon release, the inmate signs for receipt of the property, and the releasing officer also signs. Property received or released after the original inventory is accounted for in Form CJA #14A, which gives the same information as the original inventory, with space for the inmate to acknowledge receipt of the articles, and a separate sheet to be signed upon release. The recommendation below applies to both forms, CJA #14 and CJA #14A. RECOMMENDATION: - RETAIN FOR THREE YEARS AFTER RELEASE, THEN DESTROY.	
15	DETAINERS (JAIL AND POLICE) Quantity: 1/2 file drawer Size: 8 1/2" x 11" sheets Form CJA #16 (<u>Police</u> detainers have no form number) Dates: 1961... File Arr.: Chronological by year, and alphabetical by name therein Detainers are issued (1) by the Jail, generally for prisoners assigned to private or state hospitals, and (2) by the police, requesting prior notice of release. Detainers give the date, name, age and ID number of the inmate, his alias if any, the charge, sentence, and the release date. Police detainers also include the reason for requesting prior information as to the change of inmate's detention status. Action is taken on detainers within a short time after issue or receipt. RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.	
16	RADIO LOG Form CJA #17 Quantity: 1/8 file drawer Size: 8 1/2" x 11" sheets Dates: 1963... File Arr.: Chronological by quarters	(continued)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
16 (cont.)	<p>The Radio Log is a record of the check made of the operational status of the radio. Communications would not appear in this log, but would be found in the Daily Activities Log (Item 8). This is a housekeeping-type record and is considered nonrecord within the meaning of the statute (Ann. Code of Md., 1957 Ed., Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p>	
17	<p>OFFICER'S CLOTHING RECORD AND UNIFORM ORDER SHEETS</p> <p>Form CJA #18, CJA #28 Quantity: 1/8 card drawer Size: 5" x 8" cards Dates: 1963... File Arr.: Chronological by year, then alphabetical therein</p> <p>The Officer's Clothing Record (CJA #18) gives the name of the officer, and an itemized list of clothing issued, with dates of issue, size, and initials of the officer receiving the issue.</p> <p>The Uniform Order Sheets (CJA #28) are requisitions on the County for the purchase of uniforms.</p> <p>Both forms are subject to the recommendation below.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
18	<p>LABOR VOUCHER</p> <p>Forms CJA #19, 24, 27, and (unnumbered) Road Time Quantity: 1 file drawer Size: 8 1/2" x 11" sheets Dates: 1963...</p> <p>Labor Vouchers are time and pay records prepared periodically for prison labor for the County buildings, grounds and highways, giving the date, name of inmate, number of days worked, daily wage, and the total amount due for the period worked. The Vouchers, signed by the warden, contain space for the inmate to acknowledge payment, with deductions for expenses and the net amount received; space is also provided for the County Dept. of Finance to enter a record of payment.</p> <p>The State Police Vouchers give only the total days worked for the month by all inmates, and the total amount earned, with a certification by the Warden.</p> <p>Labor Vouchers are audited by the County Dept. of Finance.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
19	<p>FAMILY VISITOR REGISTER</p> <p>Form CJA #20 Quantity: 1 file drawer Size: 8 1/2" x 11" sheets Dates: 1964... File Arr.: Chronological</p> <p>This is a daily record of visits to inmates, including family and friends, giving the date and the name of the visitor, the address and</p>	(continued)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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19 (cont.) relationship, if any, name of the inmate, and the times of arrival and departure of the visitor.
RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

20 INMATE'S MEDICAL RECORD

Form CJA #21
Quantity: 3 file drawers
Size: 8½" x 11" sheets
Dates: 1963...

The Inmate's Medical Record gives date, name, age, and color of the inmate, his positive past history and system review, his physical examination and positive findings, diagnosis and treatment, the month and day terminating treatment, with the signature of his attending physician.

RECOMMENDATION: RETAIN FOR SIX YEARS AFTER DISCHARGE, THEN DESTROY.

21 COURT DISPOSITION RECORD

Form CJA #22
Quantity: 5 file drawer
Size: 8½" x 11" sheets
Dates: 1963...

The Court Disposition Record is a memorandum of inmates released to custody other than the jail, and of persons committed to the jail by the courts, giving name of the court and name of inmate, with his number, the charge, and the disposition of the case. Space for the name of the agency and signature of agency representative is provided in cases in which the inmate is released to an agency other than the jail and, in the case of commitments, space is provided for names of the person delivering the inmates and of the person receiving them; a time stamp is used in both instances. This record has no continuing value, as the information is transferred to more permanent records, and it is considered nonrecord within the meaning of the statute (Ann. Code of Md., 1957 Ed., Art. 41, Sec. 179) and may be destroyed as soon as no longer needed by the office.

22 JUVENILE COMMITMENTS

Form CJA #23
Quantity: 2 card-file drawer
Size: 5½" x 8½" sheets
Dates: 1963...
File Arr.: Chronological by quarter, month and day

These forms are orders issued by committing magistrates to detain a juvenile in jail pending court action. They give the date, the name of the juvenile, his age, address, and the name of the person authorizing detention, with signature. The commitment is presented to the warden at time of commitment.

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
22 (cont.)	RECOMMENDATION: RETAIN COMMITMENTS FOR SIX YEARS AFTER RELEASE, THEN DESTROY.	
23	STATISTICAL REPORT Form CJA #25 Quantity: 1 file drawer Size: 8½" x 11" sheets Dates: 1963... File Arr.: Chronological, weekly This is a weekly report of the number of inmates received, by class of offense (adult or juvenile), and of inmates (adult or juvenile) discharged (temporary or permanent). RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.	
24	OFFICERS' WORK ROSTER (SCHEDULE) Form CJA #26 Quantity: ½ file drawer Size: 8½" x 11" sheets Dates: 1963... File Arr.: Chronological by quarters The Officers' Work Roster is a weekly schedule of work assignment for the officers of the Jail. This record has no continuing value and is a housekeeping-type record, considered to be nonrecord within the meaning of the statute (Ann. Code of Md., 1957 Ed., Art. 41, Sec. 179) and may be destroyed as soon as no longer needed by the office.	
25	MAINTENANCE REPORT Form CJA #29 Quantity: ½ file drawer Size: 5" x 8" sheets Dates: Current This is a report of maintenance and repair of Jail installations and property. After repairs are made, this record has no further value to the operation of the Jail. It is a housekeeping-type record, considered to be nonrecord (Ann. Code of Md., 1957 Ed., Art. 41, Sec. 179) and may be destroyed as soon as no longer needed by the office.	
26	SHERIFF'S COMMITMENTS Form CJA #30 Quantity: ½ card drawer Size: 5½" x 8½" sheets Dates: 1963... This file is composed of Sheriff's Commitments directed to the Warden of the County Jail, requesting the confinement of the named prisoner, with the reason for confinement. It is signed by the Sheriff.	(continued)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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26 (cont.) RECOMMENDATION: RETAIN FOR SIX YEARS, THEN DESTROY.

27 CIRCUIT COURT CLERK'S MEMORANDUM (COMMITMENT)

Form CJA #31
Quantity: 4 file drawer
Size: 5" x 8" sheets
Dates: 1964...
File Arr.: Chronological

This is a commitment by the Clerk of the Circuit Court, giving the date, name of the person committed, and the charge.

RECOMMENDATION: RETAIN FOR SIX YEARS AFTER RELEASE, THEN DESTROY.

28 ADULT COMMITMENTS

Quantity: 5 file drawers
Size: Letter size
Dates: 1958...
File Arr.: Chronological

Commitments are court forms issued by the Sheriff at the request of the court, giving the date, the name and address of the person committed, the authority for the detention, and the signature of the person authorizing detention.

RECOMMENDATION: RETAIN COMMITMENTS FOR SIX YEARS AFTER RELEASE, THEN DESTROY.

29 GENERAL CORRESPONDENCE

Quantity: 1 file drawer
Size: Letter size
Dates: 1961...
File Arr.: Chronological and by subject

The General Correspondence File is composed of correspondence, reports, and memoranda relating to the operation of the County Jail.

Material having continuing administrative or legal value to the operation should be retained until such value ceases. All other papers are subject to the Recommendation below.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
30	<p>GENERAL ACCOUNTING RECORDS</p> <p>Quantity: 1 file drawer Dates: 1961... File Arr.: Chronological</p> <p>The General Accounting Records are composed of the following categories of records:-</p> <p>Requisition copies (original filed in the County Finance and Accounting Department, where it is audited)</p> <p>Receipt Books (for inmates' money deposited with the Warden) The entry is cleared when money is released to the inmate, and no official audit is required. This information is posted to the Inmate's Money Account, (Item 11).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	